

TRANSMITTAL SLIP		DATE 29 Nov 85
TO: DD/OLL		
ROOM NO. 7 D 43	BUILDING Hqs.	
REMARKS: Joan and I are available for discussion at your convenient re the attached document. Edith <i>Meeting is scheduled for Wednesday 11 December at 9:00 am</i>		
FROM: OLL Registry		
ROOM NO. 7B24	BUILDING Hqs.	EXTENSION

ROUTING AND RECORD SHEET				LOGGED																																											
SUBJECT: (Optional) Survey of Office of Legislative Liaison Information Management Program																																															
FROM: Chief, Information Resources Management Division 1236 Ames Building		EXTENSION <div style="border: 1px solid black; width: 50px; height: 30px; margin: 5px auto;"></div>	NO. OIS*672*85 DATE 27 November 1985																																												
TO: (Officer designation, room number, and building)		DATE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; text-align: center;">RECEIVED</th> <th style="width: 50%; text-align: center;">FORWARDED</th> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>		RECEIVED	FORWARDED																																									OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
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OIS*672*85
27 November 1985

MEMORANDUM FOR: Director of Legislative Liaison

FROM:

Agency Records Management Officer
Office of Information Services

STAT

SUBJECT: Survey of Office of Legislative Liaison
Information Management Program

1. Attached for your consideration is a draft report covering our recent survey of information handling and records management practices in the Office of Legislative Liaison (OLL). The survey was conducted by members of the Information Resources Management Division, which is responsible for directing the Office of Information Services' systematic survey program. Its purpose was to determine whether OLL's information management program is effective and complies with appropriate federal regulations.

2. In conducting the survey, we analyzed the methods, procedures, and practices employed by OLL in creating, transmitting, maintaining, using, and effecting the disposition of its records. We concentrated on areas of office operation that offered the greatest potential for saving time, money, and other valuable resources. We sought especially to recommend methods for improving and simplifying existing paperwork procedures by eliminating duplication and unnecessary work.

3. As the draft report indicates, we found potential for improving OLL's information management program. While many program objectives are being met, further effort is needed in some major areas such as files management and records disposition. To achieve significant improvement in these areas, we have recommended the Records Management Officer (RMO) be relieved of the responsibility as Chief of Registry. This would enable the RMO to work toward designing a new consolidated file system, coordinate on proposed computer systems, and take a more active role in monitoring OLL records practices, reducing records holdings, and developing a vital records schedule.

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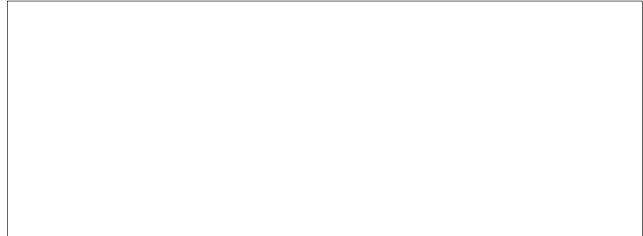
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4. The survey report includes several other recommendations to simplify or improve existing information handling and records management practices. After you have had a chance to review this draft, we would like to meet with you and receive your views prior to putting the report in final form. Please contact to arrange this meeting.

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Attachment
As stated



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